

TOS/TOB Combo Transfer Transactions

The TOS/TOB Combo transaction is used to report the transfer of both the servicing rights and the Option 2 beneficial rights in a registered loan from one Member to another on the Transfer Date. A new Subservicer and/or Document Custodian can be named as part of the transaction. The current Document Custodian can also be deleted, or it can remain on the MIN Record. When a TOS/TOB Combo Batch is created, the MERS® System creates separate batches for Flow (less than 270 days old) and Seasoned (270 days old or older) MIN Record transfers as needed.

If the servicing rights and beneficial rights are to be transferred to different Org IDs or transferred on different dates, the transfers should be reported separately using the TOS and TOB transactions.

The TOS/TOB Combo transaction has the same requirements and undergoes the same processing as the TOS and TOB Option 2 transactions.

The seller must initiate all Transfer of Servicing Rights transactions no later than seven (7) calendar days after the Transfer Date defined in the Purchase and Sale Agreement and is the date on which the responsibility for servicing a loan transfers to the new Servicer.

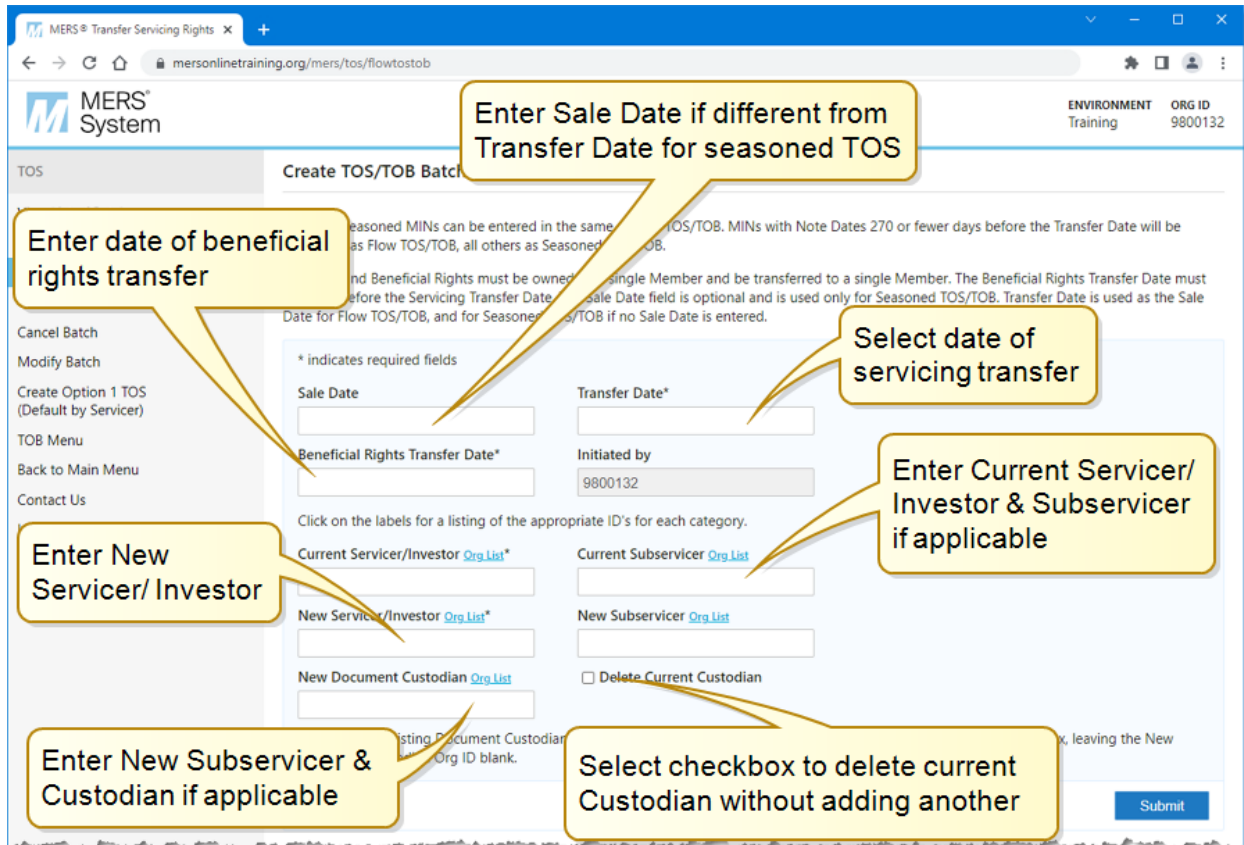
Reports:

- *Pending Transfer of Servicing Rights Report (SA)*: Optional daily report that lists all TOS Batches with a future Transfer Date. Confirmations are reported on the SA Report up to the Transfer Date.
- *Physical Transfer of Servicing Rights Report (SC)*: Mandatory daily report that lists all TOS transactions completed or rejected by the Transfer Date.
- *Expired Transfer of Servicing Rights Report (SD)*: Optional daily report that lists any unconfirmed MIN Record transfers. A Transfer Batch expires 31 calendar days after the Transfer Creation Date or the Transfer Date, whichever is later.
- *Overdue Transfer of Servicing Rights Report (SE)*: Mandatory daily report that lists all TOS Batches that have not been fully confirmed or rejected by the Transfer Date and are now overdue.
- *Transfer of Servicing Rights Rejects Report (SF)*: Mandatory daily report that lists all TOS transactions rejected for the processing day because of operator or batch error
- *Canceled Transfer of Servicing Rights Report (SG)*: Optional daily report that lists all TOS Batches cancelled by the Member initiating the TOS Batch.
- *Current Investor Changes for Pending Transfer of Servicing Rights Report (SH)*: Optional daily report that lists all MIN Records included in both a TOS Batch and an Option 1 TOB Batch and for which the MERS® System replaced the current Investor with the Option 1 Investor.
- *MINs Deleted from Pending Transfer of Servicing Rights Report (SI)* – Optional daily report that lists all MIN Records that were deleted from a pending or overdue TOS Batch because they were also in an Option 1 TOB Batch.

MERS® System Guides:

To follow the screen prints, start from the **Main Menu**, select **TOS Menu**, and then choose Create TOS/TOB.

Create TOS/TOB Batch Page



Enter Sale Date if different from Transfer Date for seasoned TOS

Enter date of beneficial rights transfer

Select date of servicing transfer

Enter Current Servicer/ Investor & Subservicer if applicable

Enter New Servicer/ Investor

Enter New Subservicer & Custodian if applicable

Select checkbox to delete current Custodian without adding another

Seasoned MINs can be entered in the same batch as Flow TOS/TOB. MINs with Note Dates 270 or fewer days before the Transfer Date will be as Flow TOS/TOB, all others as Seasoned TOS/TOB.

Beneficial Rights must be owned by a single Member and be transferred to a single Member. The Beneficial Rights Transfer Date must be before the Servicing Transfer Date. The Sale Date field is optional and is used only for Seasoned TOS/TOB. Transfer Date is used as the Sale Date for Flow TOS/TOB, and for Seasoned TOS/TOB if no Sale Date is entered.

* indicates required fields

Sale Date

Transfer Date*

Beneficial Rights Transfer Date*

Initiated by 9800132

Click on the labels for a listing of the appropriate ID's for each category.

Current Servicer/Investor [Org List](#)*

Current Subservicer [Org List](#)

New Servicer/Investor [Org List](#)*

New Subservicer [Org List](#)

New Document Custodian [Org List](#)

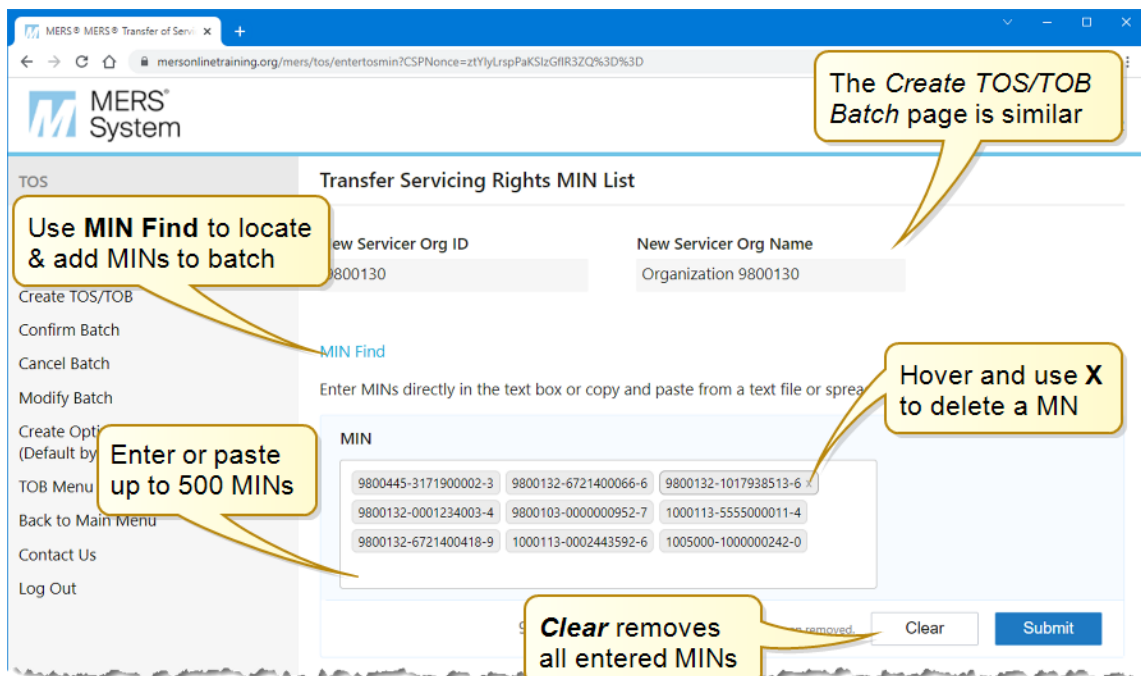
☐ Delete Current Custodian

Existing Document Custodian Org ID blank.

Submit

Note: Sale Date is only used for seasoned loan transfer (loans that are 270 days old or older).

Transfer Servicing Rights MIN List Page



The Create TOS/TOB Batch page is similar

Use MIN Find to locate & add MINs to batch

Enter or paste up to 500 MINs

Hover and use X to delete a MN

Clear removes all entered MINs

Transfer Servicing Rights MIN List

New Servicer Org ID 9800130

New Servicer Org Name Organization 9800130

[MIN Find](#)

Enter MINs directly in the text box or copy and paste from a text file or spreadsheet

MIN

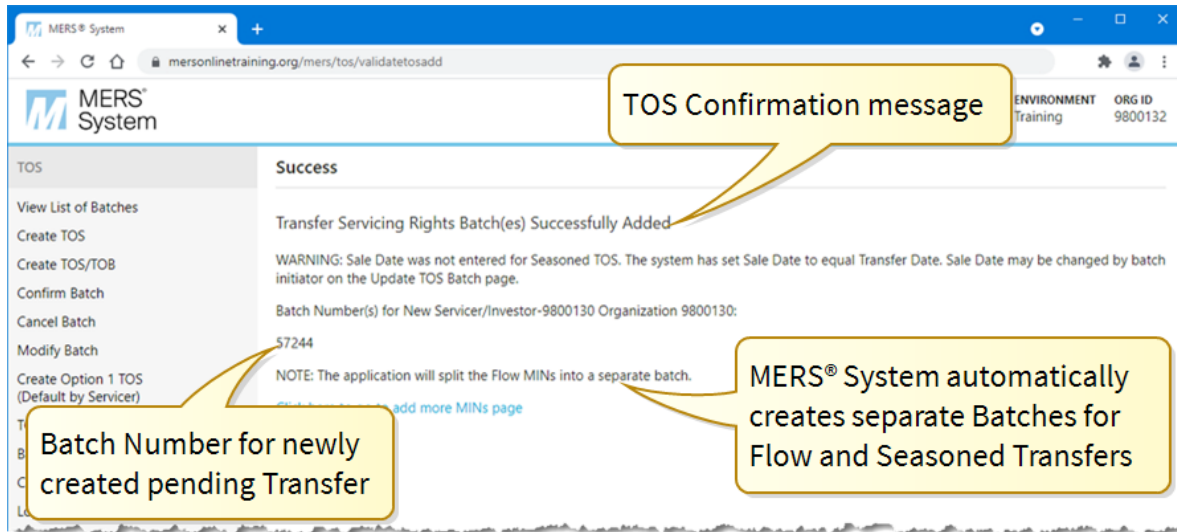
9800445-3171900002-3	9800132-6721400066-6	9800132-1017938513-6
9800132-0001234003-4	9800103-00000000952-7	1000113-5555000011-4
9800132-6721400418-9	1000113-0002443592-6	1005000-10000000242-0

Clear removed

Clear

Submit

- If the TOS Batch initiation request is accepted, a confirmation page displays showing the TOS Batches created, including TOS Batches created automatically from MIN Records separated from the original TOS Batch.



- If the TOS Batch initiation request is rejected, correct all errors listed on the error message and submit it again. Incomplete TOB initiation requests are not saved.

